SCHOOL OF SOCIAL WORK
Master of Social Work
Student Program Guide

Share our commitment.
Bring justice to life.
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Welcome to the School of Social Work on behalf of the faculty and staff. You are joining a school with a strong sense of mission: a commitment to social justice and anti-racist, anti-colonialist and anti-oppressive social work practice. The School's curriculum is under continual redevelopment as we strive to meet the challenges we have set for ourselves in the Mission Statement and to recognize the diversity of our student body. Responding to the complexity of our students’ lives and need for many outside of Victoria to live and work in home communities, we are committed to a flexible, accessible delivery of our courses. We encourage you to pursue your particular social work practice and policy interests through incorporating those interests in your course assignments and in your choice of practicum or thesis to complete your graduate work with us.

A very special welcome is extended to Indigenous students, to racialized students, students with disabilities and students from sexual orientation minorities. We also extend a welcome to students whose country of origin is not Canada. As faculty and staff, we seek to recognize the diversity of history, knowledge and experience that you bring to the School.

This program guide may answer some of your questions, anticipate some difficulties and direct you to who has more information. It is primarily an administrative guide to help you through the maze of rules and procedures. The School encourages all students to be independent learners, to care about your own well-being as practitioners, and to view your degree as only one step in your ongoing professional development. Remember, as you begin this step of your journey: stay as healthy as you can, be generous with yourself and others and keep your humour. Learning happens best when there is balance.

I am pleased to be able to welcome you and wish you well in your studies with us.

Kundoqk, Jacquie Green
Director, School of Social Work
MISSION STATEMENTS

School of Social Work: Our scholarly mission is to share and create collective knowledge and understanding through engaging in critical enquiry and by supporting research and innovative curriculum development. Our practice mission is to act on social justice issues through community change initiatives and anti-oppressive social work. Our political and social responsibility is to participate in and reflect community experiences in all our efforts to challenge oppressive societal structures. In all our activities, we aspire to create a supportive environment that promotes equity, respect, responsibility, curiosity, collaboration, flexibility, risk-taking and creativity. We support inter-disciplinary collaboration. We seek to provide accessible and flexible social work education and we are committed to working across differences, such as gender, age, race, ethnicity, class, abilities, and sexual orientation.

MSW: Our MSW programs provide the learner multiple opportunities to examine the challenges, contributions, constraints, and contexts for critical social work practice. Congruent with the School's Mission Statement, critical social work practice is rooted in a vision of socially just engagement in community. The program nurtures accountable and oppositional education, research, and practice in the advancement of decolonization, Indigenous-focused, anti-racist, feminist and queer (among other) social justice struggles. The program does not offer a clinical focus. It supports the experienced practitioner to think critically, creatively and theoretically about practice and policy, and the political contexts within which social work is situated.

MSW PROGRAM HISTORY

The first MSW students were admitted to the University of Victoria in 1991. These first students, and all other students for ten years, were admitted to a Faculty of Human and Social Development (HSD) multidisciplinary master’s program. The HSD program was offered through a partnership between HSD graduate faculty members and the schools of social work, nursing and child and youth care.

The HSD program ended in 2000 and all students since 2001 have been admitted to the School of Social Work MSW program. The School of Social Work MSW program continues to have significant strengths that reflect its multidisciplinary origins. We continue to foster working relationships with faculty and students in other HSD programs and throughout the university. While thesis supervisors must come from within Social Work, faculty members from other programs may also serve on committees and this is intended to promote stimulating interdisciplinary graduate learning.
In addition to the on campus MSW program, the School of Social Work initiated an off-campus MSW program in 1997 for Indigenous students located in northwestern British Columbia. This program was jointly sponsored by the School of Social Work and by the Northwest Band Social Workers Association, based in Terrace BC. Fifteen students were admitted to this program and completed all classes together in Terrace between 1997 and 1999.

In 2004, the School launched a pilot Indigenous MSW (MSWI) program for a cohort of students working and residing on Vancouver Island with a view to use the initial offering as the base for a province wide Indigenous MSW program. The program was specifically designed to focus on the needs of social workers working in Indigenous social settings. An additional cohort of students was accepted into the pilot MSWI in 2008. The MSWI received Senate approval in September 2009 and this program is now offered every other even calendar year through a combination of on campus institute and web-based delivery of instruction. The next admissions intake for the MSWI program will be in 2016.

Over the past five years, the School developed an interest in offering access to the Master’s program from applicants who hold a degree other than a BSW. The School was receiving frequent and ongoing requests from non-BSW degree holders to provide access to the MSW. In response to this request, along with the ongoing need for graduate level professional social workers in human services, the School pursued the goal of offering graduate students a non-BSW entry into the MSW program through web-based delivery of instruction and on-campus institutes.

With Senate approval, the School launched the non-BSW entry MSW distance education program in September 2010. This non-BSW entry MSW program emphasizes the critical role of community context on practice. Our faculty and staff offer the non-BSW entry MSW program every other odd calendar year as a combination of on-campus and distance education for qualified applicants with a degree other than social work. The next admissions intake for the non-BSW entry MSW program will be September 2013.

For the 2014-15 calendar year there will be a May intake for the MSW- Indigenous and a September entry for the MSW-Advanced program. The MSW Advanced program is delivered through a combination of a summer institute and web-based delivery of instruction (distance education). The next non-BSW entry MSW program is scheduled for September 2015, resources permitting, with the Foundation year courses in this program are offered on campus only during the first year of the program (three terms).
ACCREDITATION

All three MSW programs (MSW Indigenous Specialization, Non-BSW MSW, MSW Advanced) lead to a degree of Master of Social Work (MSW) that is fully accredited by the Canadian Association for Social Work Education (CASWE). The last accreditation review was in 2009 and the period of accreditation for the MSW Program is seven years (2016). For further information on the CASWE and on the accreditation process visit the CASWE website: http://caswe-acfts.ca/about-us/mission/

KEY CONTACT INFORMATION - SCHOOL OF SOCIAL WORK

PLEASE NOTE: The School’s primary means of communication with you is by individual e-mail to your UVIC e-mail address or via the MSW List Serve (to which all graduate students are automatically subscribed). In order to ensure that you do not miss important information pertaining to your graduate education, please check both regularly.

SCHOOL OF SOCIAL WORK
School of Social Work
University of Victoria
PO Box 1700 STN CSC
Victoria, BC V8W 2Y2
Phone: 250 721-8036
FAX: 250 721-6228
Website: http://socialwork.uvic.ca/

GRADUATE ADVISOR
The Graduate Advisor is the member of the School of Social Work faculty who is responsible to Graduate Studies, the School of Social Work School Council, and the Director of the School of Social Work for the MSW program. A faculty member usually holds the Graduate Advisor position for 2 years. Students are advised via the MSW List Serve of changes in the Graduate Advisor position. The current Graduate Advisor is:

Susan Strega, Ph.D.
Phone: 250 721-8333
E-mail: sstrega@uvic.ca
Office: HSD B324
INDIVIDUAL STUDENT ADVISORS
All social work graduate students are assigned to an individual faculty advisor by (approximately) the end of their first term in the program. While students are responsible for ensuring that they pursue their education in accordance with all Faculty of Graduate Studies (FGS) and School of Social Work policies and regulations, student advisors are available to support students in navigating these systems and making choices about their graduate programs.

GRADUATE PROGRAM ASSISTANT
The first point of contact for MSW applicants and MSW students is the Graduate Program Assistant. The Graduate Program Assistant will provide assistance herself or and redirect your questions or concerns to the appropriate department or individual.

Jaime Ready
Phone: 250 472-5622
E-mail: bswmsw@uvic.ca
Office: HSD B302

HSD GRADUATE PROGRAM ADVISOR
The HSD Program Advisor provides information and advice on graduate electives available outside of Social Work in other HSD programs. She is also available to assist and direct social work graduate students if the Social Work Graduate Program Assistant and/or Graduate Advisor is not available.

Joan Gillie
Email: jgillie@uvic.ca
Phone: 250-853-3845
WHAT IS THE DIFFERENCE? GRADUATE ADMISSIONS & RECORDS (GARO) or THE FACULTY OF GRADUATE STUDIES (FGS)

Graduate Admissions & Records (GARO) provides administrative support to you the student as well as to the School of Social Work. This support begins at the time you’re your application to the University and continues through your program in the form of grading, registration, and right on to convocation. Contact GARO directly if you have questions about your official or unofficial UVIC transcript. You can view your unofficial transcript at any time on your UVIC “My Page”. Students are encouraged to review this page regularly as it contains important information about your progress in the program, and your program end date.

E-mail: grad6@uvic.ca
Phone: 250 472-5419
Fax: 250 472-5420
Website: http://registrar.uvic.ca/grad/

Mailing Address:
Graduate Admissions and Records
University of Victoria
PO Box 3025 STN CSC
Victoria, BC V8W 3P2

The Faculty of Graduate Studies (FGS) covers the academic portion of your program. Any appeals, challenges or issues that you may come across within your MSW program go through this office and the outcome would be determined by the Dean or Associate Dean of Grad Studies. Most of these challenges would be supported by the SOCW department in the form of a memo from the Graduate Advisor or your faculty advisor or both. The FGS also handles paperwork for oral defense of theses.

Although your academic unit is the School of Social Work, the Faculty of Graduate Studies is the “home” faculty for all UVIC graduate students. All graduate students are governed by FGS policies and regulations in addition to School of Social Work policies and regulations. Students are encouraged to review relevant FGS policies and regulations on the FGS website. Please note that most forms pertaining to your graduate education (e.g. application for graduate, request for program extension) are available through FGS: http://www.uvic.ca/graduatestudies/home/home/forms/index.php

E-mail: fgssec2@uvic.ca
Phone: 250 721-7970
Fax: 250 721-8957
Website: http://www.uvic.ca/gradstudies/
Teaching and supervision of MSW students is limited to those members of the School of Social Work faculty who have been accepted as members of the Faculty of Graduate Studies. A list of faculty, their areas of academic interest and their availability for 2014-15 is as follows:

**Leslie Brown**

Office: University House 3, Room 111  
Phone: 250 721-8474  
E-mail: lbrown@uvic.ca

*Research and Thesis Supervision Interests:* Community action research, social work and governance practice in Indigenous communities, community development, child welfare. All of these subjects to be viewed broadly. Thesis topics supervised include: Storytelling and residential school experiences, Smoking among girls, Indigenous epistemology, Mothers recovering from substance misuse, Constructing principles of the Saulteau First Nation, Aboriginal social work training, Kwakwaka’wakw dispute resolution.

*Availability:* Available for supervision and committee work.

*Contact:* Make an appointment to discuss potential topics and appropriateness for membership on the supervisory committee.

*Graduate Studies Standing:* Full member

**Jeannine Carriere**

Office: HSD B343c  
Phone: 250 721-6452  
E-mail: carriere@uvic.ca


*Availability:* Available for supervision and committee work.

*Contact:* By phone or e-mail.

*Graduate Studies Standing:* Full member
Donna Jeffery  
Office: HSD B332  
Phone: 250 721-8037  
E-mail: donnaj@uvic.ca

Research and Thesis Supervision Interests: Research and teaching interests include: Race and gender issues in the production of professional subjectivity, poststructural and postcolonial analyses of power and knowledge, intersectionality in the social organization of dominance and marginality, social work history. Donna completed her doctoral studies in sociology in education at OISE/University of Toronto. Her current research looks at environmentalism, how ideologies of nature operate in social and political spaces, and, in particular, how the physical environment is represented in social work discourse. The next phase of this research will extend this methodological approach to the intersections of food politics and forms of social difference.

Availability: Available for supervision and committee work.

Contact: Make an appointment to discuss potential topics and appropriateness for membership on the supervisory committee.

Graduate Studies Standing: Full member

Patricia Mackenzie  
Office: HSD B336  
Phone: 250 472-4698  
E-mail: patmack@uvic.ca

Research and Thesis Supervision Interests: I joined the School of Social Work as an Associate Professor in July 1999 and was appointed as a Research Associate at the Centre on Aging in June 2000. Prior to coming to UVic, I spent 11 years as an Associate Professor and Director of the Saskatoon Community Education Center at the faculty of Social Work, University of Regina. I also practiced as social worker in Victoria from 1974 to 1988. I studied at UBC (MSW) and the University of Edinburgh (PhD). I teach in both the undergraduate and graduate programs of the School of Social Work. My primary research interests are in the area of health care, aging, family relationships, interdisciplinary teamwork, and rural/remote practice.

Availability: Not available as a supervisor or committee member until January 2015 due to administrative leave in 2014.

Contact: The very best way to track me down is to send me an E-mail. We can then begin a correspondence or arrange an appointment to talk further. After our initial discussion, the next step would be preparing a short written proposal and have a further discussion of who else might become involved on your committee.

Graduate Studies Standing: Full member
Pam Miller
Office: HSD B314
Phone: 250 721-8046
E-mail: pamelami@uvic.ca

Research and Thesis Supervision Interests: Prior to coming to the School January 2008 I was Associate Dean of Teaching and Learning and Director of eLearning and Distance Education for the Faculty of Social Work, University of Calgary. My areas of practice are community development, social work education and administration. In addition to a PhD in social work I have a PhD in philosophy with an emphasis in professional ethics and environmental ethics. Areas of research and project development that I am particularly interested in are: models and approaches to leadership in human services, professional decision making, including ethical decision making, models and approaches to the use of information technology in human service practice and education and environmental ethics models and practices.

Availability: Available for supervision and committee work beginning July 2014.

Contact: E-mail me to make an appointment.

Graduate Studies Standing: Full member

Mehmoona Moosa-Mitha
Office: HSD A330
Phone: 250 721-8041
E-mail: mehmoona@uvic.ca

Research and Thesis Supervision Interests: Citizenship rights, child welfare, anti-oppressive practice and theory, social work ethics.

Availability: Not available for supervision and/or committee work due to one year study leave commencing July 2014.

Contact: E-mail me to make an appointment.

Graduate Studies Standing: Full member
Cathy Richardson  
Office: HSD B342  
Phone: 250 472-4632  
E-mail: cathyr@uvic.ca

Research Interests: Indigenous resistance, decolonization, human dignity, recovering from violence, child welfare practice, community restoration and environmental/spiritual integrity.

Availability: Not available for supervision and/or committee work due to one year leave commencing May 2014.

Contact: E-mail me to make an appointment.

Graduate Studies Standing: Full member

Susan Strega  
Office: HSD B324  
Phone: 250 721-8333  
E-mail: sstrega@uvic.ca

Research and Thesis Supervision Interests: Anti-oppressive/anti-racist practice, child welfare, sex work, GLBTQ-related topics and male violence. I am interested in research methodologies generally and have worked with discourse analysis, feminist and post structural approaches, narrative analysis, thematic analysis, and grounded theory. Recent theses/projects supervised include: Trafficking by another name: A case study of Canada’s Live-in Caregiver Program; Monster crusades; Constructing responsibility for the commercial sexual exploitation of children; Who are the ‘men’ in men who have sex with men (MSM)?; Exploring the issue of family violence within the military community; Hopework: Health care providers caring for cancer patients facing end of life.

Availability: Available for supervision and committee work, though may be on leave at some point in 2014-15..

Contact: Please phone or e-mail to make a time for an initial discussion. As part of exploring ‘fit’ around interests and working styles, I ask prospective supervisees to send me a recent sample of their academic writing.

Graduate Studies Standing: Full member
Robina Thomas
Office: First Peoples’ House Room 147
E-mail: robinat@uvic.ca
Phone: 250 472-4877

Qwul'sih'yah'maht (Robina Thomas) is Lyackson of the Coast Salish people. Associate Professor in the School of Social Work, Robina holds a BSW, MSW, a PhD in Indigenous Governance. Robina is committed to Indigenous education and her research interests include Storytelling, Indigenous women, residential schools and Uy'skwuluwun: to be of a good mind and heart. She is committed to understanding anti-racism and anti-oppression and how these can be lived.

Availability: Available for supervision and committee work.

Contact: Please phone or e-mail to make a time for an initial discussion.

Graduate Studies Standing: Full member.
THE MSW ADVANCED PROGRAM CURRICULUM

PROGRAM OBJECTIVES
- building on student’s own knowledge as experienced practitioners
- analyzing and critiquing social work theory
- contributing to building and application of new social work theory, critical, anti-racist, anti-colonialist and anti-oppressive practice
- building skills in research and critical inquiry
- addressing the current impact of neo-liberal policy, organizational and professional changes
- cultivating the opportunity to work in inter-professional contexts
- acknowledging Indigenous ways of knowing and building mechanisms to foster research and practice by Indigenous peoples
- cultivating skills in working across differences of gender, age, race, ethnicity, class, ability and sexual orientation
- promoting leadership and the distinctive contribution that social work can make to policy and practice in the human services

PROGRAM FORMAT
The MSW Advanced program is designed to provide graduate students with the opportunity to reflect on their practice experience in the context of the School’s mission statement and to develop critical skills and their application to practice and/or research. In addition to the MSW Advanced program, the School offers an Indigenous specialization (MSWI) that focuses on the needs of social workers working in Indigenous social settings, as well as the non-BSW entry MSW program. The MSW Advanced and MSW Indigenous Specialization programs are offered primarily through distance education with on campus institutes at the start of the programs. The non-BSW entry MSW program is delivered through a combination of on-campus and distance education. All Foundation core courses are delivered within a cohort model, on campus with a September intake (Fall term) as resources permit. As part of the non-BSW entry MSW program, Advanced core courses and electives are offered primarily through distance education starting in term four.

Beginning in May 2013, there are two program completion options: thesis or course-based option. Students who opt to undertake the thesis completion option do so under the supervision of a faculty member within the School of Social Work.

The MSW Advanced degree program requires a minimum of 15 units.
MSW Advanced program

Thesis option
The Advanced program courses will be offered through a combination of summer institute and web-based instruction.
SOCW 510 (1.5) Policy Context of Practice
SOCW 511 (1.5) Contemporary Debates and Ethical Dilemmas in Social Work
SOCW 512 (1.5) Knowledge and Inquiry: Re-Theorizing Social Work
SOCW 516 (1.5) Research Methodologies
SOCW 599 (6.0) Thesis
Electives (3.0 units): Students must take at least 3.0 units of elective courses. Students may take elective courses in Social Work, through other HSD academic units or through other UVIC programs with permission of their advisor. In some cases, permission of the course instructor is also required. MSW students may take one 400 level course as an elective with the permission of the course instructor and the Graduate Advisor. Undergraduate courses taken prior to admission to the MSW program cannot be used for graduate elective credit.

Course-based option
The MSW Advanced program (course-based option) requires a minimum of 15 units. The 15 units are made up of 7.5 units of core courses, 3.0 units of electives, and a 4.5 unit advanced practicum.

The Advanced program courses will be offered through a combination of summer institute and web-based instruction.

SOCW 510 (1.5) Policy Context of Practice
SOCW 511 (1.5) Contemporary Debates and Ethical Dilemmas in Social Work
SOCW 512 (1.5) Knowledge and Inquiry: Re-Theorizing Social Work
SOCW 516 (1.5) Research Methodologies
SOCW 571 (1.5) MSW Capstone
SOCW 506 (4.5) Advanced Practice Practicum
Electives (3.0 units): Students must take at least 3.0 units of elective courses. Students may take elective courses in Social Work, through other HSD academic units or through other UVIC programs with permission of their advisor. In some cases, permission of the course instructor is also required. MSW students may take one 400 level course as an elective with the permission of the course instructor and the Graduate Advisor. Undergraduate courses taken prior to admission to the MSW program cannot be used for graduate elective credit.

Electives
Note: Not all electives are offered every year.
SOCW 505 (1.5) Child Welfare Seminar
SOCW 531 (1.5) Critical Exploration of Leadership Roles for Social Workers in Health Care
SOCW 532 (1.5) Introduction to Social Work in the Health Care Sector
SOCW 533  (1.5)  Working with Trauma
SOCW 580  (1.5 or 3.0)  Special Topics in Social Work and Social Welfare
SOCW 590  (1.5 or 3.0)  Directed Studies

The department offers a SOCW 580 course up to three times per year each time as a special topic course. In the past this course has been offered in special topics such as; Indigenous Human Development; Social Work and Human Rights: Critical transnational reflections on humanitarian work and human rights discourses; Countering Colonialism; Social Work Ethics: "Encountering the Other". May 2014 the special topics elective will be “Greening Social Work”.

THE MSW INDIGENOUS SPECIALIZATION PROGRAM CURRICULUM

PROGRAM OBJECTIVES
Additional objectives of the MSW program within the Indigenous specialization:
- ‘centering’ Indigenous culture, knowledge and understanding;
- building on students’ own knowledge as experienced practitioners in Indigenous service settings;
- developing critical awareness and capacity for analysis and applying these skills to practice and policy development by Indigenous service settings;
- developing the capacity to conduct research and contribute to Indigenous knowledge building and transmission;
- identifying racism, colonization and oppression and contributing to liberating policies and practices;
- contributing to the development of culturally appropriate child welfare policies and practices;
- contributing to the development of healthy Indigenous communities;
- identifying international connections between Indigenous peoples and their knowledge and experience;
- developing leadership skills in policy development and administration in the context of Indigenous governance.

PROGRAM FORMAT
The MSW Indigenous (MSWI) specialization is offered through a combination of an on-campus institute and distance education courses. Students within the specialization begin the program with on-campus sessions of two core courses (SOCW 521 and SOCW 523). The MSWI merges with the MSWA (Advanced program) for SOCW 510 and SOCW 516. The School makes every effort to ensure that one section of SOCW 510 and one section of SOCW 516 are taught by Indigenous instructors. Students are advised of instructors for each section via the MSW List Serve.

There are two program completion options for the MSWI: thesis or course-based option. Students who opt to undertake the thesis completion option do so under the supervision of a faculty member within the School of Social Work.
Master’s with Indigenous Specialization

Thesis option

The MSW Indigenous specialization (thesis option) requires a minimum of 15 units. The 15 units are made up of 7.5 units of core courses, 1.5 units of electives, and a 6.0 unit thesis.

SOCW 521 (1.5) Indigenous Perspectives on Knowledge and Research
SOCW 523 (1.5) Self-Conscious Traditionalism in Indigenous Social Work Practice Seminar
SOCW 510 (1.5) Policy Context of Practice
SOCW 516 (1.5) Research Methodologies
SOCW 599 (6.0) Thesis

Electives (3.0 units): Students must take at least 3.0 units of elective courses. Students may take elective courses in Social Work, through other HSD academic units or through other UVIC programs with permission of their advisor. In some cases, permission of the course instructor is also required. MSW students may take one 400 level course as an elective with the permission of the course instructor and the Graduate Advisor. Undergraduate courses taken prior to admission to the MSW program cannot be used for graduate elective credit.

Course-based option

The MSW-Indigenous Specialization degree (course-based option) requires a minimum of 15 units. The 15 units are made up of 7.5 units of core courses, 3.0 units of electives, and a 4.5 unit MSWI practicum.

SOCW 510 (1.5) Policy Context of Practice
SOCW 516 (1.5) Research Methodologies
SOCW 521 (1.5) Indigenous Perspectives on Knowledge and Research
SOCW 523 (1.5) Self-conscious Traditionalism in Indigenous Social Work Practice Seminar
SOCW 571 (1.5) MSW Capstone
SOCW 506A (4.5) MSWI Practicum

Electives (3.0 units): Students must take at least 3.0 units of elective courses. Students may take elective courses in Social Work, through other HSD academic units or through other UVIC programs with permission of their advisor. In some cases, permission of the course instructor is also required. MSW students may take one 400 level course as an elective with the permission of the course instructor and the Graduate Advisor. Undergraduate courses taken prior to admission to the MSW program cannot be used for graduate elective credit.
Electives: Note: Not all electives are offered every year.
SOCW 505  (1.5)  Child Welfare Seminar
SOCW 531  (1.5)  Critical Exploration of Leadership Roles for Social Workers in Health Care
SOCW 532  (1.5)  Introduction to Social Work in the Health Care Sector
SOCW 533  (1.5)  Working with Trauma
SOCW 580  (1.5 or 3.0)  Special Topics in Social Work and Social Welfare
SOCW 590  (1.5 or 3.0)  Directed Studies

THE NON-BSW ENTRY MSW PROGRAM CURRICULUM

ADDITIONAL OBJECTIVES OF THE NON-BSW ENTRY MSW PROGRAM
- developing critical self-reflection and analysis of your role as a social worker;
- building on your experience and understanding of practice conditions and effective practice models;
- analyzing and critiquing social work theories and approaches to practice, using different-centered theories;
- developing skills for developing and applying critical social work theories and approaches to practice;
- conceptualizing, critiquing and developing your own practice framework;
- developing and applying skills in research and critical inquiry within community contexts;
- addressing the current impact of funding and program policies, organizational policies and structures and community dynamics on practice in your community;
- exploring the challenges, opportunities and strategies for critical social work practice in inter-professional contexts;
- cultivating practice approaches for working across differences of gender, age, race, ethnicity, class, ability and sexual orientation;
- identifying the leadership roles and distinctive contributions that social work can make to policy and practice in the human services and locate themselves as leaders in relevant practice and policy contexts within their communities.

PROGRAM FORMAT

The 31.5 unit non-BSW entry MSW program is offered as a full-time graduate program as resources permit, with delivery of instruction provided both on-campus and through distance education. The foundation core courses are delivered within a cohort model, on campus. As part of the non-BSW entry MSW program, the Advanced core courses and electives are offered primarily through distance education starting in term four. There is a mandatory on-campus late summer institute in term three that kicks off the MSW Advanced courses.

Students in the non-BSW entry MSW program must complete all required Foundation core courses and a 4.5 unit social work Foundation practicum to be eligible to register in
MSW Advanced courses. The Foundation program consists of 16.5 units and 15.0 units in the MSW Advanced program for a total of 31.5 units.

**Non-BSW Foundation Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCW 549</td>
<td>1.5</td>
<td>Research Foundations</td>
</tr>
<tr>
<td>SOCW 551</td>
<td>1.5</td>
<td>Indigenous Communities: Practice and Policy</td>
</tr>
<tr>
<td>SOCW 544</td>
<td>1.5</td>
<td>Social Work, the State and Citizenship</td>
</tr>
<tr>
<td>SOCW 543</td>
<td>1.5</td>
<td>Theorizing Social Difference</td>
</tr>
<tr>
<td>SOCW 547</td>
<td>1.5</td>
<td>A Critical History of Social Work: The Making of Citizenship and Nation</td>
</tr>
<tr>
<td>SOCW 550</td>
<td>1.5</td>
<td>Social Justice, Social Work and the Law</td>
</tr>
<tr>
<td>SOCW 546</td>
<td>1.5</td>
<td>Collaborative Conversations</td>
</tr>
<tr>
<td>SOCW 540</td>
<td>4.5</td>
<td>Practicum</td>
</tr>
</tbody>
</table>

Elective (1.5) Students may take an elective course in Social Work, through other HSD academic units or through other UVIC programs with permission of their advisor. In some cases, permission of the course instructor is also required. MSW students may take one 400 level course as an elective with the permission of the course instructor and the Graduate Advisor. Undergraduate courses taken prior to admission to the MSW program cannot be used for graduate elective credit.

**MSW Advanced program**

Students in the non-BSW entry MSW program must complete the required Foundation core courses and a 4.5 unit Foundation practicum to be eligible to register in MSW Advanced courses. The Foundation program consists of 16.5 units and 15.0 units in the MSW Advanced program for a total of 31.5 units.

**Thesis option**

The Advanced program courses will be offered through a combination of summer institute and web-based instruction.

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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<td>SOCW 510</td>
<td>1.5</td>
<td>Policy Context of Practice</td>
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<td>SOCW 511</td>
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<td>Contemporary Debates and Ethical Dilemmas in Social Work</td>
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<td>SOCW 516</td>
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<td>Research Methodologies</td>
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<td>SOCW 599</td>
<td>6.0</td>
<td>Thesis</td>
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Electives (3.0 units): Students may take elective courses in Social Work, through other HSD academic units or through other UVIC programs with permission of their advisor. In some cases, permission of the course instructor is also required. MSW students may take one 400 level course as an elective with the permission of the course instructor and the Graduate Advisor. Undergraduate courses taken prior to admission to the MSW program cannot be used for graduate elective credit.
**Course-based option**

The MSW Advanced program (course-based option) requires a minimum of 15 units. The 15 units are made up of 7.5 units of core courses, 3.0 units of electives, and a 4.5 unit advanced practicum.

The Advanced program courses are offered through a combination of summer institute and web-based instruction.

**SOCW 510  (1.5)  Policy Context of Practice**
**SOCW 511  (1.5)  Contemporary Debates and Ethical Dilemmas in Social Work**
**SOCW 512  (1.5)  Knowledge and Inquiry: Re-Theorizing Social Work**
**SOCW 516  (1.5)  Research Methodologies**
**SOCW 571  (1.5)  MSW Capstone**
**SOCW 506  (4.5)  Advanced Practice Practicum**

**Electives  (3.0 units):** Students may take elective courses in Social Work, through other HSD academic units or through other UVIC programs with permission of their advisor. In some cases, permission of the course instructor is also required. MSW students may take one 400 level course as an elective with the permission of the course instructor and the Graduate Advisor. Undergraduate courses taken prior to admission to the MSW program cannot be used for graduate elective credit.

**Electives**

*Note:* Not all electives are offered every year.

**SOCW 505  (1.5)  Child Welfare Seminar**
**SOCW 531  (1.5)  Critical Exploration of Leadership Roles for Social Workers in Health Care**
**SOCW 532  (1.5)  Introduction to Social Work in the Health Care Sector**
**SOCW 533  (1.5)  Working with Trauma**
**SOCW 580  (1.5 or 3.0)  Special Topics in Social Work and Social Welfare**
**SOCW 590  (1.5 or 3.0)  Directed Studies**

The department offers a SOCW 580 up to three times per year each time as a special topic course. In the past this course has been offered in special topics such as; Indigenous Human Development; Social Work and Human Rights: Critical transnational reflections on humanitarian work and human rights discourses; Countering Colonialism; Social Work Ethics: "Encountering the Other". May 2014 the special topics elective will be “Greening Social Work”.

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DESCRIPTION OF REQUIRED AND ELECTIVE COURSES FOR THE MSW ADVANCED/MSWI/NON-BSW ENTRY MSW PROGRAMS

Note: Elective courses are offered as resources permit. Not all electives are offered each calendar year. Students are notified about available elective courses through the MSW List Serve.

SOCW 501 Debates, Ideas and Discourses in Social Work
Units: 1.5
Examines and critiques current debates, ideas and discourses relating to social work knowledge and practice. This course looks at social work ideas (as they pertain to both practice and policy) historically and currently, and critically engage with them from a variety of perspectives, such as feminist, Indigenous, critical and post-structural. Emphasis is placed on these perspectives because they challenge prevailing assumptions about individualism, meritocracy, professionalism and philanthropy.

SOCW 505 Advanced Child Welfare Seminar
Units: 1.5
Explores topics of special interest in the development of child welfare practice from a critical, anti-oppressive and social justice perspective. Students are expected to conduct an analysis on a current child welfare topic they select in conjunction with the instructor.

SOCW 506 MSW Practicum
Units: 4.5
A minimum of 450 hours of social work practice and demonstration of the application of critical analysis to practice are required. Faculty of Human & Social Development regulations concerning practica apply to the MSW practicum.
Prerequisites: Advanced Program Standing, 6 units of coursework (4.5 units of Advanced Program core courses plus 1.5 units of elective).
Grading: INP, COM, N, F.

SOCW 506A MSWI Practicum
Units: 4.5
A minimum of 450 hours of social work practice and demonstration of the application of critical analysis to practice are required. Faculty of Human and Social Development regulations concerning practica apply to the MSWI practicum.
The practicum contract and method of evaluation must be approved by the instructor and graduate adviser prior to registration.
Prerequisites: Advanced Program Standing, 6 units of coursework (4.5 units of Advanced Program core courses plus 1.5 units of elective – choose from core courses SOCW 521, 523, 510, 516 and 517.
Grading: INP, COM, N, F.
**SOCW 510 Policy Context of Practice**  
**Units: 1.5**  
Reviews and analyzes a number of explanations of the policy making process. It examines who makes policy in both governmental and voluntary human service organizations and the impact of policy on consumers and practitioners. The course analyzes the policy/practice interface and uses substantive policy domains to illustrate how policy both enhances and constrains practice and how practice in turn can influence policy. Students are encouraged to develop their own understandings of the contributions of practice to policy.

**SOCW 511 Contemporary Debates and Ethical Dilemmas in Social Work**  
**Units: 1.5**  
Examines and critiques current debates, ideas and discourses relating to social work knowledge and practice, with a specific focus on ethics. Emphasis is placed on postmodern, feminist, anti-racist and Indigenous perspectives as they challenge prevailing assumptions about individualism, meritocracy, professionalism and philanthropy. Specifically looks at the contributions of these perspectives to a critical theorizing of professional practice and ethics.

**SOCW 512 Knowledge and Inquiry**  
**Units: 1.5**  
Takes as its starting point the idea that responsible and effective professional and scholarly practice begins with a critical examination of how relations of power shape knowledge production. Over the term, assumptions underlying the creation of knowledge and different approaches to knowing authoritatively will be investigated. Questions of ‘how we come to know’ and ‘how we go about asking’ are explored through poststructural, postcolonial and critical race lenses.

**SOCW 516 Research Methodologies**  
**Units: 1.5**  
Critically reviews a wide range of research methodologies commonly practised in the human services. The course considers the kinds of opportunities and challenges presented by each methodology. The course emphasizes the link between the development of a research question and the selection of methodological approaches.

**SOCW 521 Indigenous Perspectives to Knowledge and Research**  
**Units: 1.5**  
Explore the dimensions of Indigenous ways of knowing that influences research with Indigenous communities. Students will explore how, and from where, their own knowing emerges as well as critically examine how knowledge is constructed within the larger society. The course focuses on the layers and multitudes of relationships that the self experiences with others and the world including the many ways in which power, culture, ethics, protocols, language, place and spirit shapes knowledge. Students will have an opportunity to apply this knowing to their personal knowing and researching values and framework.
SOCW 523 Self-Conscious Traditionalism in Indigenous Social Work Practice
Seminar
Units: 1.5
Critical exploration of alternative models of Indigenous social work practice drawn from the literature and from their own practice. Concepts and skills of Indigenous leadership are also explored.

SOCW 531 Critical Exploration of Leadership Roles for Social Workers in Health Care
Units: 1.5
Inquiry based opportunity for students to critically examine their leadership styles and develop a foundational knowledge and skill base for effective involvement in organizational change, staff management, coaching and supervision, coordination of inter-professional teams and development of policies to address the social determinants of health.

SOCW 532 (400) Introduction to Social Work in the Health Care Sector
Units: 1.5
Examines the knowledge and skills required for social worker to be effective advocates while caring out a range of responsibilities in the health care sector within the context of a practice framework that focuses on the social determinants of health. The challenges and opportunities provided by the cultural and organizational contexts of practice in health care will be an important focus of the course for examining the inter-professional nature of practice. Particular aspects of practice such as appropriate documentation, informed consent and community development will be included.

SOCW 533 Working with Trauma
Units: 1.5
Explores current theories and practices regarding trauma work. Particular emphasis will be placed on the neurobiological and psychophysical qualities of traumatic stress, as well as the interpersonal and socio-political/cultural contexts that lend themselves to traumatic stress. Various theoretical contributions which support qualities and strategies of resilience will be examined. Emphasis will be placed on concrete skills, practices and strategies that have applicability to a wide variety of contexts including work with individuals, groups, communities and which translate to policy development.

SOCW 540 Practicum (non-BSW entry MSW program Foundation practicum)
Units: 4.5
A minimum of 450 hours of social work practice and demonstration of the application of critical analysis and demonstration of the application of critical analysis to practice are required. Faculty of Human and Social Development regulations concerning practica apply to the MSW practicum.
Grading: INP, COM, N, F.
SOCW 543 Theorizing Social Difference  
Units: 1.5  
How do we come to know who we are and how is this knowledge raced, embodied, engendered and embedded in a material context? These questions underpin social work knowledge and practice. Developing an analysis of social difference is a crucial skill for social workers. In this course students will be introduced to the concepts of marginalized and dominance as they play out in (primarily) North American contexts. The course will look at social work theories and knowledge as a departure point from which to explore interdisciplinary theorization of concepts core to the profession.

SOCW 544 Global Citizenship and Civil Society; from ‘Tourist’ to ‘Vagabond’  
Units: 1.5  
Taking the perspective of 'citizenship as participation', explores the lived realities of global citizenship as it is configured on the basis of geography, class, race, gender, and other identity locations. It will explore the role of social work and welfare states using the lens of citizenship. The course will also examine the role of civil society globally, as instances of citizenry participation against global injustices. Students will develop an understanding of the role that they can play as global citizens and in the field of international social work.

SOCW 546 Collaborative Conversations  
Units: 1.5  
Focuses on the development and furthering of social work practice skills that facilitate collaborative engagement with individuals, groups and communities. Students will examine critical theories, social justice frameworks and practice ideas that are difference centered. Emphasis is placed on becoming more effective, participatory and collaborative with clients, social service agencies, grassroots organizations and civil society.

SOCW 547 Historicizing Social Work: Friendly Visits to Social Justice  
1.5 units  
As agents of social investigation, from ³friendly² visitors to advocates of social justice, the profession of social work has a long and complex history of participation in the making of citizenship and nation. This course will critically examine the constitution of the profession at different historical and contextual moments in order to understand its varying roles in regulating the boundaries between national subjects and ³others². Students will engage in critical / reflective study of social work responses to so-called ³problem populations² in the context of changing political, social, economic, and moral climates that have shaped social work theories/practice over time.

SOCW 549 Research Foundations  
1.5 units  
This course reviews foundational concepts and strategies of social work research with a focus on the comprehension, critique and utilization of research in social work practice settings. Students critically reflect on examples of research and examine how power shapes knowledge. Research approaches for conducting ethical, emancipatory and socially just research are examined.
SOCW 550 Social Justice, Social Work and the Law  
Units: 1.5  
Provides theories and multiple critical perspectives on law, the legal system and the legal processes that impact on professional practice. Students will critically examine and self reflect on the interplay between marginalization, structural inequalities and law.

SOCW 551 Indigenous Communities: Practice and Policy  
Units: 1.5  
Critically examine the historical processes of colonization in Canada and resulting barriers embedded in past and current policy and practices that affect Indigenous peoples. Students will deconstruct colonization, race, class and capitalism as embedded in social welfare. Students will have had an opportunity to examine their self location, ideas, values and beliefs about working with Indigenous peoples and develop a practice framework, based on social justice, for working with Indigenous communities.

SOCW 571 MSW Capstone  
Units: 1.5  
A culminating educational experience to consolidate learning and demonstrate preparation for advanced social work practice. Students will integrate, articulate, and evaluate learning from the courses and practica in the MSW program within the context of their other professional activities and prior academic experiences.  
Pre/Co-requisites. Students are expected to have completed all required coursework. Normally, SOCW 571 should be taken concurrently with SOCW 506 / SOCW 506A to enhance reciprocal learning in class and in field.

SOCW 580 Special Topics in Social Work and Social Welfare  
Units: 1.5 or 3.0  
A variable content course that will deal with special issues in social welfare and approaches to social work practice. May be taken more than once for credit with different course content.  
Note: Offered as resources permit.

SOCW 590 Directed Studies  
Units: 1.5 or 3.0  
Individual studies under the direct supervision of a social work faculty member. The instructor and the Graduate Adviser must approve the content, credit value, and method of evaluation prior to registration.  
Note: May be taken more than once for credit with different course content. Pro Forma required. Offered as resources permit.
SOCW 599 Thesis
Units: 6.0
The thesis will entail specialized research on a topic area chosen in consultation with the student's supervisory committee.
Prerequisites: Normally, a student is expected to have completed all course work prior to registration. After 16 months of course work, the student is required to have an approved proposal on file to maintain registration in 599.
Grading: INP, COM, N or F
PRACTICUM INFORMATION FOR MSW ADVANCED, MSWI & NON-BSW ENTRY MSW PROGRAMS

Field Education: MSW Advanced

If you hold a Bachelor of Social Work or have complete the Foundation Year of our program and wish to complete a practicum as part of the course based MSW option then you are required to complete SOCW 506 as part of your 15 unit Advanced Year. SOCW 506 is a 4.5 unit – 450 hour practicum started after your pre-requisites and required units are complete. Please review the course planning information for further information on pre-requisites and requirements for practicum entry.

The purpose of practicum is to give you an opportunity to build on existing knowledge and practice skills under the supervision of an experienced social worker. Advanced level practica take place with supervisors who demonstrate a commitment to social justice, anti-racist and anti-oppressive social work practice. You will be expected to demonstrate your ability to draw theory from practice during this placement linking your learning to the Capstone course (SOCW 571).

In order to provide continuity of experience for students, agency personnel and service users we require students to be available for a minimum of 14 hours per week during the regular working hours of the potential supervisor. However, preference is given to students who are available for full-time day time hours. Availability of practicum placements differs depending on your area, access to qualified supervisors and time of year.

Documents & Forms for Practicum

Field Education: MSW Indigenous Specialization

Students in the MSW Indigenous specialization program have the option of completing a 6.0 unit thesis (SOCW 599) or a course-based completion option which includes a 4.5 unit practicum (SOCW 506A), an extra 3.0 unit of electives and the 1.5 unit MSW Capstone course. The practicum component of the MSW Indigenous specialization program (SOCW 506A) is an opportunity for students to build on the existing knowledge and practice in the area of policy in the human services. SOCW 506A provides advanced level learning opportunities in settings, which reflect the program's commitment to social justice, anti-racist and anti-oppressive social work practices.

Students must have the necessary co- or pre-requisites in place prior to commencing their practicum. Students complete a total of 450 hours in a faculty-approved placement. SOCW 506A is not necessarily available in all terms so please check the calendar for the schedule. In order to provide continuity of experience for students, agency personnel and service users, we require students be in a placement 2-5 days per week.

Field Education: MSW Foundation

If you do not hold a BSW you will enter the MSW program in the Foundation Year (Non BSW MSW program). You are required to complete SOCW 540 (4.5 unit field practicum- 450 hours) as part of your 15 credits before proceeding to the Advanced Year. Please review the course planning information for further information on prerequisites and requirements for practicum entry.

The purpose of practicum is to give you an opportunity to build on existing knowledge and practice skills under the supervision of an experienced social worker. Foundation level practica take place with supervisors who demonstrate a commitment to social justice, anti-racist and anti-oppressive social work practice.

In order to provide continuity of experience for students, agency personnel and service users we require students to be available for a minimum of 14 hours per week during the regular working hours of the potential supervisor. However, preference is given to students who are available for full-time day time hours. Availability of practicum placements differs depending on your area, access to qualified supervisors and time of year.

Documents & Forms for Practicum

Contact Information

Maxine Gibson
Field education coordinator
Email: mjgibson@uvic.ca
Phone: 250-721-8035

Shawn Hoey
Field education coordinator
Email: smhoey@uvic.ca
Phone: 250-721-8039

Cheryl Aro
Indigenous field education coordinator
Email: fnpracti@uvic.ca
Phone: 250-721-8040
All new students attend the Practicum Orientation that takes place during the General Graduate Orientation. Application packages will be provided.

One semester prior to anticipated start date: Student must submit their Application to MSW or MSWI Field Education Coordinator and request an appointment (by phone or in person) to discuss practicum.

MSW or MSWI Field Education Coordinator meets with students to discuss learning goals, potential placements and next steps.

Students will provide cover letters and resumes to agencies as needed. Students will also be available for interviews with agencies. These may be requested directly by the agencies or by the Field Education Coordinator.

The Field Education Coordinator must approve all agencies for placement.

Prior to the commencement of placement, the Field Education Coordinator must approve a draft contract signed by the Student and the Supervisor.
Deciding whether to complete the degree through a Thesis or through Course-based (and Practicum) is an important decision. Which route will work best for you needs to be worked out in the context of your research and practicum interests. The best way to do this is through discussion with the Graduate Advisor and/or your individual faculty advisor. These discussions are best held until after your admission, but preferably no later than the second term of your advanced year.

**THESIS: SOCW 599**

A thesis typically consists of a description of your research interest, a comprehensive literature review, methodology, conceptual framework, data collection and analysis, findings, limitations of study as well as implications of your study for policy, practice and/or theoretical considerations. It may end with a discussion on the future directions of your research as well as yourself as a researcher and conclusion. Copies of some completed theses are kept in the Social Work main office and can be viewed during office hours; they are also available at McPherson Library. Digital submission is required through D-Space. For more information on how to submit the final PDF of your electronic thesis [http://library.uvic.ca/dig/uvthesis/index.html](http://library.uvic.ca/dig/uvthesis/index.html)

The thesis is an opportunity for you to demonstrate your initiative and your ability to contribute to knowledge while working under supervision. The thesis committee typically consists of your academic supervisor and one other academic committee member (see below for more information). Your thesis research should make an original contribution to your field of study. Your academic supervisor and supervisory committee will assist you in this process (and evaluate your thesis work), however responsibility for carrying out the research and the overall quality of the thesis lies with you. Your supervisor will work with you to develop a realistic plan that takes into account Faculty and University rules and timelines, as well as your own personal resources, constraints and responsibilities.

A thesis must be the result of an individual endeavour. Depending on the thesis topic ad research approach (research methodology), theses typically are typically 100-150 pages in length.

**SUPERVISORY COMMITTEES**

Students in all doctoral programs and students in thesis masters must have a supervisory committee nominated by the academic unit and approved by the Dean of Graduate Studies. The academic supervisor will facilitate all activities of the supervisory committee. All members of a supervisory committee must be on the Faculty of Graduate Studies membership list or be specifically approved by the Dean. A faculty member who wishes to be appointed as a co-supervisor for a student who is in a program outside of the faculty member's academic unit must be approved for the Faculty of Graduate Studies' Membership list as an Associate Member in the student's home academic unit. Note that when this is the case, normally the Associate Member would be ineligible to serve as a
non-unit examining member, and would normally be ineligible to serve as an external examiner for the Associate Member's home academic unit and for the unit for in which the person is an Associate Member.

The duties of the committee include: recommending a program of study chosen in conformity with the Faculty of Graduate Studies and academic unit’s regulations; supervision of the project, thesis or dissertation; participation in a final oral examination when the program prescribes such an examination. The committee may conduct other examinations, and will recommend to the Faculty of Graduate Studies whether or not a degree be awarded to a candidate. For further important information about pursuing a thesis, students should review Faculty of Graduate Studies information: http://www.uvic.ca/graduatestudies/research/home/yoursupervisor/relationship/index.php as well as relevant information available on the School of Social Work website: http://www.uvic.ca/hsd/socialwork/assets/docs/msw/QualitativeSocialWorkThesis.pdf

Master's Degrees With Theses in Regular Master's Degrees Programs

All members of the Master's supervisory committee members of the Faculty of Graduate Studies or be specifically approved by the Dean of Graduate Studies. The supervisory committee must have at least two members:

- Member #1: The supervisor - must be from the home academic unit (Social Work);
- Member #2: Normally from within the home academic unit; may be a co-supervisor or a committee member.

**COURSE-BASED OPTION**

The course-based completion option requires the student to take extra courses within their graduate program – including the MSW Capstone course (SOCW 571 and an MSW Advanced Practicum (506/506A). Please refer to the information provided previously within all three MSW program streams with respect to the specifics for the course requirements for the course-base completion option.

The MSW Capstone course (SOCW 571) is designed for students to take at the end of their respective programs (students are expected to have completed all required coursework). Normally, SOCW 571 is taken concurrently with SOCW 506/506A to enhance reciprocal learning in class and in the field.

The MSW Capstone is designed to be a culminating educational experience to consolidate learning and demonstrate preparation for advanced social work practice. Students will integrate, articulate, and evaluate learning from the courses and practica in the MSW program within the context of their other professional activities and prior academic experiences.
UNIVERSITY REGULATIONS AND PROCEDURES

All university regulations, policies and procedures are outlined in the University calendar. Link to the University of Victoria, Faculty of Graduate Studies 2014-15 calendar: http://web.uvic.ca/calendar2013/GRAD/index.html

ADDITIONAL INFORMATION – GRADUATE ADMISSIONS AND RECORDS and the FACULTY OF GRADUATE STUDIES WANTS YOU TO KNOW

REGISTRATION

Full vs. Part-time Status - Any student who is registered for a single term in Winter Session (September to December OR January to April) OR Summer Session (May to August) is defined as full-time if:

- enrolled in courses totaling a minimum of 3 units, or
- enrolled in a dissertation (699) or thesis (599)

A part-time student is defined as any student who does not fall into any of the above categories.

Continuous Registration - All students admitted to the Faculty of Graduate Studies must either register for credit in every term from the time of admission until the requirements of the degree have been met, or register for a temporarily withdrawn status, or formally withdraw in accordance with the regulations below. Registration instructions will be sent to all students who are authorized to register.

Students who do not:

- register for credit
- register for temporarily withdrawn status, or
- formally withdraw from their program

are considered to have abandoned their program. That program will be terminated and they will be withdrawn from the university. The notation “Withdrawn Without Permission” will be entered on the transcript.

How to Register – Graduate Admissions and Records has put together a tutorial on ‘how to register’ using the UVic System. They recommend all students read through the information before their registration date. Students are required to do their own registrations.
http://www.uvic.ca/graduatestudies/admissions/registration/index.php

FEE STRUCTURE

Cost of a Masters degree - The minimum regular program fee for a master's degree is 5.0 fee instalments which can consist of a combination of regular full and regular half fee instalments totaling 5.0 full regular fee instalments. One (1.0) additional regular fee instalment will be assessed if a student remains registered after having paid 5.0 regular full fee instalments (for a total of 6.0). Link to the University of Victoria’s Graduate Studies Calendar for Tuition Regulations

http://registrar.uvic.ca/grad/continuing/fees/tuitionandfees.html#Tuition

GRADES BELOW “B”
One important and very significant difference between undergraduate and graduate education is that, according to FGS policy, a course grade below “B” is considered equivalent to a failure in a course. A student who receives a grade below “B” cannot continue in her or his graduate program until the grade below “B” is resolved. In deciding how to proceed when a grade below “B” has been assigned, usually the Graduate Advisor, the course instructor and the student’s individual faculty advisor will consult about which of the following options are most useful for the student going forward:

- repeat the course and achieve a grade of at least a "B"
- take a replacement course
- be allowed to continue with no remedial action (reasons must be supplied)
- student be allowed to continue subject to raising the GPA to a certain level during next term

TIME LIMIT FOR MASTER’S DEGREES

Normally, a student proceeding toward a master's degree will be required to complete all the requirements for the degree within five years (sixty consecutive months) from the date of the first registration in the master's degree. In no case will a degree be awarded in less than twelve consecutive months from the time of first registration.

Students who fail to obtain permission for an extension prior to the time limit expiry date, will be considered to have abandoned their graduate program. Students who wish to have their abandoned program reactivated may have a letter of recommendation forwarded from the department or school to the Office of the Dean, Faculty of Graduate Studies. If approval is given, a reinstatement fee must be paid to the Graduate Admissions and Records Office.
APPLICATION FOR GRADUATION

Graduate Students need to apply for Graduation for the term they plan on completing their program in. If a student goes beyond the term they have selected, they will be required to fill out the application for graduation for the next term as well as pay the graduation fee again. The Application for Graduation can be found online: http://www.uvic.ca/graduastudies/home/home/informationfor/preparingtograduate/index.php

FINANCIAL SUPPORT FOR GRADUATE STUDENTS

All new applicants are evaluated for the University Fellowship. The minimum standard required for consideration is a first-class standing (A-). Grade calculations and equivalencies are determined by the Graduate Admissions and Records Office. The process is competitive and meeting the minimum standard for consideration does not guarantee that you will be successful in the competition.

- The Faculty of Graduate Studies - A number of awards, scholarships and bursaries are available to full-time students. The Faculty of Graduate Studies provides a list of available awards and necessary applications online at http://web.uvic.ca/gradstudies/students/fees.php or through their office in the University Centre.

- Student Awards & Financial Aid Office - Information on bursaries and scholarships can be found at the UVic Student Awards & Financial Aid Office, located in the University Centre, or through their website at http://registrar.uvic.ca/safa/ In addition, the provincial, territorial and federal governments each offer student loans to full-time candidates who meet the requirements.

- The School of Social Work provides a small number of graduate awards each year. Information about these awards and how to apply for them is provided, usually in late August or early September, via the MSW List Serve. When the School receives notification about other awards, this information is posted to the MSW List Serve.

- Accounting Services and Tuition - 250 721-7032 or tuition@uvic.ca

- Band Funding - If you are receiving financial support from your Band, please contact Accounting for information on steps and procedures.

Manager of Financial Accounting: Janet Dixon 250 721-7026 or janetdix@uvic.ca.